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DATE: 10/10/68
BY: [Signature]
Meeting
(Minutes)
By: [Signature]

MINUTES

DD/S STAFF MEETING

6 AUGUST 1968 - 1030 Hours

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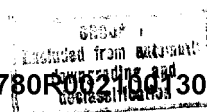
3. Timely Response to Correspondence

Mr. Coffey discussed some of the problems resulting from delinquent correspondence originating in the various support offices and he made several suggestions concerning assigning responsibility for the preparation of correspondence which is in reply to action levied on the Support Directorate. Mr. Bannerman supplemented these remarks by stating that each Office must develop an effective tickler or follow-up system to ensure that correspondence is prepared and forwarded in sufficient time to meet the deadlines. He also requested the Office Heads to give sufficient policy guidance to the officers responsible for preparing correspondence; and if there is a question concerning policy, the Office Head should contact the DD/S and obtain sufficient guidance to enable a finished paper to be forwarded.

4. Nominees for Federal Executive Institute

Mr. Bannerman announced that the Agency has three spaces in FY 1969 for the 14 October, 6 January, and 28 April sessions of the Federal

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Executive Institute. Candidates should be GS-16 and above and should be able and promising executives. There is no age limit but there should be time remaining before retirement to take advantage of course benefits. Women and minority group employees should be considered. The nominations were requested by 9 August 1968 for consideration by the Training Selection Board.

5. Security Violations

Mr. Bannerman announced that 11 security violations were charged during June 1968 to employees of DD/S components. The violations were as follows: Commo - 2, Finance - 2, Logistics - 3, Personnel - 2, and Training - 2. Each Office Head was requested to emphasize to the personnel under his jurisdiction the fact that the number of violations must be reduced drastically.

6. Correspondence

Mr. Bannerman reiterated the necessity for accuracy and neatness in papers being prepared for the Executive Director-Comptroller and the Director. He requested that the Office Heads read papers carefully and sign them before they are forwarded.

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The Office of Communications has completed the interviews with its summer-only employees and the results indicated no complaints.

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b.

Effective today the Agency is selling bus tokens at various points in the buildings in the Washington area. Mr. Bannerman added that he had mentioned this at the DCI's morning staff meeting.

c. Mr. Osborn

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Personnel Security Division has completed a survey of the employees

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d. Dr. Tietjen

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e. Mr. Bush

The Office of Finance has completed interviewing its summer-only employees and found no problems.

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9. The general meeting adjourned at 1115 hours, but Mr. Bannerman requested the Office Heads to remain for an executive meeting.



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Special Assistant to the
Deputy Director for Support

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